

## DRAFT MINUTES

# Cranford Parish Council

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### Minutes of the Annual Meeting of Cranford Parish Council held at Cranford Memorial Hall on Thursday 26<sup>th</sup> May 2022 at 7pm.

Present: Cllr F Gallagher, Cllr A Gorton, Cllr I Jones, Cllr T Martin, Cllr S Pickard  
Pat Bird (Clerk)

- 22/01** It was **RESOLVED** that Cllr S Pickard be elected to the office of Chair of Cranford Parish Council for the forthcoming year. Cllr Pickard duly signed his declaration of acceptance
- 22/02** It was **RESOLVED** that Cllr A Gorton be elected as Vice-Chair of Cranford Parish Council for the forthcoming year
- 22/03** No apologies were received from Cllr Holford.  
Cllr Pickard reported that Cllr Bradley had tendered his resignation as his personal circumstances meant that he felt unable to fully participate in meetings.  
It was **RESOLVED** that Cllr Bradley's resignation should not be accepted at this time, and that options be explored to ensure that anyone attending a Meeting of Cranford Parish Council could fully participate in the meeting. The Chair to write to Cllr Bradley explaining the proposed plan and Cllr Bradley be invited to attend a future meeting once reasonable adjustments have been made
- 22/04** It was **RESOLVED** that the Minutes of the meeting held on 31<sup>st</sup> March 2022 be approved as an accurate record of the meeting
- 22/05** **Matters arising**  
21/110 b) The Jubilee Tree has been purchased and will be planted on Sunday 5<sup>th</sup> June after the church service.  
21/110 f) The Parish Council's application to NNC Community Fund was unsuccessful.  
21/115 Still awaiting expected invoices from NCALC  
21/115 The cost of the Arnold Baker on Local Council Administration book was more than anticipated, it cost £136.59 including postage
- 22/06** No declarations of interests in relation to any items on the agenda were made
- 22/07** A member of the public had enquired about the dog walking paddock and requested an update regarding the wall in St Andrews Lane, both are covered under the Chairman's report
- 22/08** No Unitary Ward Members were present and a report was not received

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- 22/09** The Member Code of Conduct was reviewed and the seven principles of public life, i.e. Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership were acknowledged
- 22/10** It was **RESOLVED** that having reviewed the Scheme of Delegation to the Clerk, the current arrangements for the delegation of powers to the Clerk be confirmed as appropriate
- 22/11** a) It was **RESOLVED** that having reviewed the Council's Standing Orders, one change was required, i.e.3(f) The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting, and that subject to this change being made the amended, the Standing Orders be adopted  
b) It was **RESOLVED** that having reviewed the Council's Financial Regulations no changes were required
- 22/012** It was **RESOLVED** that the updated Data Protection Policy be adopted.  
It was **RESOLVED** that the Equality and Diversity Policy be adopted subject to the inclusion of Councillors and members of the public / press attending Meetings of the Parish Council
- 22/013** It was **RESOLVED** that the Clerk be appointed as the Council's Police Liaison Representative for the forthcoming year
- 22/014** The Council acknowledged the benefits and value of membership of  
a) Northamptonshire County Association for Local Councils (NCALC)  
b) Northamptonshire Action in Communities in Rural England (ACRE)  
c) Society of Local Council Clerks (SLCC)  
d) Campaign for the Protection of Rural England (CPRE)  
and it was **RESOLVED** that membership of these outside bodies be approved and that when subscription payments for these were due they were to be approved
- 22/015** With Cllr Pickard continuing as the Chair and Cllr Gorton continuing as the Vice-Chair for the forthcoming year, it was **RESOLVED** that no changes were required to the bank signatories / authorisers
- 22/016** The Internal Control process was to be completed after the meeting
- 22/017** It was **RESOLVED** that the Finance Report dated 26<sup>th</sup> May 2022 be noted and the payments be approved for

To	For	Amount	Legislation
Clerk	Salary	£280.99	Local Government Act 1972 s.112
Clerk	Reimbursement	£79.99	
LexisNexis	Arnold Baker book	£136.59	
The Plant Man	Tree for Queen's Platinum Jubilee	£162.79	

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**22/018** The Clerk has completed their first year and following a successful year it was **RESOLVED** to increase the Clerk's annual salary from LLC1 SCP 8 (£10.84) per hour to SCP 10 (£11.28) per hour with effect from 1<sup>st</sup> June 2022 and to consider a further increase on the Clerk obtaining the CiLCA qualification

**22/019** It was **RESOLVED** that:

- a) the Annual Internal Report in the AGAR be noted; the Internal Report 2021/2022, produced by Northants CALC IAS be noted and that the recommendation of page numbering of the Minutes be implemented;
- b) the Receipts and Payments 2021/22 be approved and adopted;
- c) the eight statements in the Annual Governance Statement 2021/22 be confirmed as 'Yes' and the completed Annual Governance Statement 2021/22 be approved and signed by the Chairman and Clerk;
- d) referring to the Receipts and Payments 2021/22, the Accounting Statements 2021/22 be considered and approved;
- e) the Certificate of Exemption be approved and signed by the Responsible Financial Officer (the Clerk) and Chairman;
- f) the dates for the exercise of electors rights re inspection on the annual accounts be noted as 13th June 2022 to 22nd July 2022

### **22/020 Planning Applications**

**NK/2022/0131** - The Chestnuts, High Street, Cranford, NN14 4AA

Loft conversion with dormer windows to rear and rooflights to front and rear

Having considered the explanatory information received from North Northamptonshire Council, it was **RESOLVED** that the Council withdraw its objection to this proposal and seek guidance in responding to planning applications in a conservation area and considerations required for listed / non-listed properties

**NK/2021/0404** - Hanwood Park (Parcel FOS1), Cranford Road (land off), Kettering, NN15 5NE-  
Formal Open Space to include grass pitches, other sporting and play facilities, car parking and pavilion

It was **RESOLVED** that the Council record no objections to this proposal

**NK/2022/0302** - 48 High Street, Cranford

Erection of car port to front, replace front boundary fence with wall, convert garage to habitable accommodation with replacement windows, install roof over porch, dormer/Juliet balcony to front with 3 no. rooflights to side and front

It was **RESOLVED** that the Council record no objections to this proposal

### **22/021 Current project updates**

a) Tufty Project (Speed Signs) – the batteries in the speed sign need to be recharged.

Next steps - explore the possibility of solar panel options, explore the data download facility, explore the options for a third speed sign, including a new post if required

b) Connecting communities – Cllr Gorton has contacted Hanwood Park directly having been informed that the organisation that had previously met with members of the Parish Council to discuss improvements to the footpaths between the communities was no longer working with Hanwood Park

c) Website – New domain name cranfordparishcouncil.uk has been registered and will be hosted by Net Nerd. Clerk has started creating the web pages. Current hosting arrangements finish on 24<sup>th</sup>

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June so looking to have new site up and running before then .

### **22/022 Asset Maintenance Programme**

It was **RESOLVED** to obtain quotes for stakes for the trees which have been planted by the Parish Council

**22/023** It was **RESOLVED** that Cllr Gallagher would attend the NCALC Off to a Flying Start course, Cllr I Jones, Cllr T Martin, Cllr S Holford, Cllr N Bradley would attend the NCALC Finance for Councillors course and Cllr S Pickard and Cllr A Gorton would attend the NCALC Leadership in the Community course

**22/024** It was **RESOLVED** that new projects for the forthcoming year to be

- a) Gateway Improvements – to include bulb/flower planting, and cutting back vegetation
- b) Tree planting with appropriate tree guards
- c) Making a feature of the bridges

**22/025** The Chairman reported that four issues were raised at the Parish Meeting, i.e.

- a) speeding in Duck End;
- b) Staveley Yard – constant low rumble noise from the refrigeration lorries, demolishing of old shed, concerns for the longer term plans for the site, and state of the road
- c) Wall in St Andrews Lane
- d) Relocation of dog poo bins

The Chairman also reported that Mark Robinson had informed the Parish Council that the fencing for the dog walking paddock has been completed and that the grass will need to grow before it becomes an active site. The change of use application is with Cranford Estate's planning consultant at Berrys.

**22/026** The Clerk reported that they and Cllr Gorton attended the NCALC Asset Mapping Project Listening Event on 24<sup>th</sup> May. Although it was unfortunate that the Ward Members were unable to attend this to support the Parish Council, the Clerk and Cllr Gorton developed a better understanding of the position Cranford is in having heard from the other Parish/Town Councils represented at the event. The Clerk also reported that the person who has kindly been carrying out the monthly checks on the defibrillators is leaving the village. The Clerk will write to thank the person concerned for their support with the defibrillators over the past year and will take on the monthly checks on the defibrillators.

The Clerk has received an email from Suez advising that they are shortly going to open the landfill site at Cranford St John for soil inputs only to finish the site restoration – this is expected to take 3yrs and is a time limited restricted project. The Site Manager has suggested that a meeting be arranged at the site to explain what they are going to be doing, and the Clerk will action this.

**22/027** It was noted that the next scheduled meeting of the Parish Council is on 28th July 2022. Agenda items to include a plan to ensure Parish Council meetings are accessible to all, a plan to address the issues raised in the Parish Meeting, and a full Asset Management plan.

**22/028** The meeting closed at 20.55

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